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Signature: /s/ Loraine Wodnik		Position Title: Interim Director



CORRECTIONAL OFFENDER NETWORK WEBSITE (CONWEB) STANDARD OPERATING PROCEDURE

APPLICABILITY

All Department divisions.

**CONWEB STANDARD OPERATING PROCEDURE
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I. INTRODUCTION

The Correctional Offender Network Website (CONWeb) is an online service that provides public information about adult offenders committed to the Department of Corrections. CONWeb was established in 2002 as part of Montana's E-Government Initiative and is operated by Montana Interactive. CONWeb is authorized by the Department Director and maintained within the guidelines of this standard operating procedure.

II. CONTENT

1. All information displayed in CONWeb is public information.
2. The offender information displayed in CONWeb includes:
 - a. DOC ID#
 - b. Name
 - c. Profile photo
 - d. Current correctional status
 - e. Last status change
 - f. Gender
 - g. Supervising office and address (for Interstate Compact offenders on probation or parole, only the supervising state is displayed)
 - h. Physical and demographic characteristics
 1. Hair and eye color
 2. Height, weight, and build
 3. Race
 4. Skin tone
 5. Left or right handed
 6. Year and place of birth
 7. Citizenship
 8. MT residency status
 - i. Aliases
 - j. Scars, marks, tattoos, and other physical conditions
 - k. Legal record
3. Information that may be public information but has been specifically excluded from CONWeb includes:
 - a. full birth date (as requested by the FBI for identity theft reasons)
4. All adult offenders will be included in CONWeb unless excluded under the guidelines of Section III of this procedure.
5. Individual offender queries are free on CONWeb. Members of the public may request the entire database for a fee through the website.

III. SUPPRESSION, REMOVAL, OR CHANGE OF INFORMATION

1. Requests for information to be suppressed, removed, or changed must be submitted to the Director of Communications.

2. The Director of Communications will forward approved requests to the Information Technology Division (ITD) Service Desk.
3. ITD has an agreement with Montana Interactive and is responsible for providing them with data changes.
4. Suppression
 - a. Confidential offenders are suppressed from CONWeb.
 - b. Interstate Compact inmates in secure facilities are suppressed. Interstate Compact offenders on probation or parole are posted on CONWeb.
 - c. Victims who are also offenders under the supervision of the Department, are suppressed at the request of the court or law enforcement.
5. Removal from CONWeb
 - a. Except for sexual or violent offenders, offender information is removed from CONWeb three years after the offender completes supervision.
 - b. Offenders on a deferred sentence are removed after completion of the sentence.
 - c. Offenders are removed after receipt of a court order of expungement or equivalent.
 - d. Deceased offenders' information is removed 10 days after the offender's death.
6. Any requests for suppression, removal, or change of information not covered by this procedure will be decided by the Department Director on a case-by-case basis.

IV. DECISION MAKING AUTHORITY

1. The Department Director has final decision making authority for the content and management of CONWeb and may confer with the Leadership Team and/or the Legal Services Bureau when making decisions.